

# Retention and Classification Report

**Agency:** Cedar Hills (Utah) (193)

3925 West Cedar Hills Drive  
Cedar Hills, UT 84062  
785-9668

**Records Officer** Colleen Mulvey

28736	Articles of Incorporation files
28755	Board of Adjustment minutes
23544	Building permit files
23543	Council minutes
28756	Municipal Building Authority minutes
28715	Ordinances
23545	Planning Commission minutes
23913	Real estate acquisition files
23794	Residential building plans
28734	Resolutions

**AGENCY:** Cedar Hills (Utah)

**SERIES:** 28736

3

**TITLE:** Articles of Incorporation files

**DATES:** 1977-

**ARRANGEMENT:** Reverse chronological by date of document.

**DESCRIPTION:**

These files document the annexation of property into municipal boundaries. They usually contain correspondence, citizens' petitions, maps, and the official annexation action approved by City Council (UCA 10-2-401 to 422 (1997)).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 1.

**AUTHORIZED:** 07/16/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: For records beginning in 1977 through 2013.  
Retain in State Archives permanently with authority to weed.

M-Disk: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

This series has permanent historical value as documentation of the incorporation of the Town of Cedar Hills, its transition to a city, and the expansion of the city limits over time.

**AGENCY:** Cedar Hills (Utah)

**SERIES:** 28736

**TITLE:** Articles of Incorporation files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Cedar Hills (Utah)

**SERIES:** 28755

3

**TITLE:** Board of Adjustment minutes

**DATES:** 1986-

**ARRANGEMENT:** Chronological by meeting date.

**DESCRIPTION:**

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). This includes the agenda, notices, and any public materials distributed at the meeting.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 09/16/2015

**FORMAT MANAGEMENT:**

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M-Disk: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

This series has permanent historical value as primary documentation of the function and business of the Board of Adjustment.

**AGENCY:** Cedar Hills (Utah)

**SERIES:** 28755

**TITLE:** Board of Adjustment minutes

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Cedar Hills (Utah)

**SERIES:** 23544

3

**TITLE:** Building permit files

**DATES:** 1977-

**ARRANGEMENT:** Numerical by permit number. Chronological by year, thereunder numerical by permit number since 1997

**ANNUAL ACCUMULATION:** 2.50 cubic feet.

**DESCRIPTION:**

These permits are issued as official building authorization for a variety of actions (construction, demolition, the installation of plumbing, electrical or mechanical equipment, and the placement of barricades). They contain inspection requests, inspection reports, certificates of occupancy, and any pertinent information relating to the project. They may also contain water source, sewer system, flood plain, and tank certificates.

**RETENTION:**

Retain permanently in office.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 16, Item 2.

**AUTHORIZED:** 04/01/2009

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently.

**APPRAISAL:**

Administrative

Permanent retention is based on Municipal General Schedule 16 item 2, which is based on the agency's indefinite administrative need for these records.

**AGENCY:** Cedar Hills (Utah)

**SERIES:** 23544

**TITLE:** Building permit files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Cedar Hills (Utah)

**SERIES:** 23543

3

**TITLE:** Council minutes

**DATES:** 1977-

**ARRANGEMENT:** Chronological by meeting date.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (1997).

**RETENTION:**

Retain permanently in office.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 01/26/2001

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

Microfilm master: For records beginning in 1977 through 2014. Retain in State Archives permanently with authority to weed.



**AGENCY:** Cedar Hills (Utah)

**SERIES:** 23543

**TITLE:** Council minutes

(continued)

Computer data files: Retain in Office for 7 years and then delete.

M-Disk: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

This series has permanent historical value as documentation of the issues faced by the city and the decisions made and laws passed by the city council.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Cedar Hills (Utah)

**SERIES:** 28756

3

**TITLE:** Municipal Building Authority minutes

**DATES:** 1999-2006

**ARRANGEMENT:** Chronological by meeting date.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). This includes the agenda, notices, and any public materials distributed at the meeting.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 09/17/2015

**FORMAT MANAGEMENT:**

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M-Disk: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

This series has permanent historical value as primary documentation of the function and actions of the Municipal Building Authority.

**AGENCY:** Cedar Hills (Utah)

**SERIES:** 28756

**TITLE:** Municipal Building Authority minutes

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Cedar Hills (Utah)

**SERIES:** 28715

3

**TITLE:** Ordinances

**DATES:** 1977-

**ARRANGEMENT:** Numerical by ordinance number and chronological by adoption date.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

**AUTHORIZED:** 06/09/2015

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

Historical

This series has permanent historical value as documentation of official actions taken and laws enacted by the city council.

**AGENCY:** Cedar Hills (Utah)

**SERIES:** 28715

**TITLE:** Ordinances

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Cedar Hills (Utah)

**SERIES:** 23545

3

**TITLE:** Planning Commission minutes

**DATES:** 1977-

**ARRANGEMENT:** Chronological by meeting date.

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These are minutes of meetings and hearings held by the planning commission. "Each municipality may enact an ordinance establishing a planning commission" (UCA 10-9-201(1)(a)(1997)). A municipal planning commission shall "prepare and recommend a general plan and amendments to the general plan; recommend zoning ordinances and maps, amendments to zoning ordinances and maps; administer provisions of the zoning ordinance; recommend subdivision regulations and amendments to those regulations; recommend approval or denial of subdivision applications; advise the legislative body of matters as the legislative body directs; hear or decide any matters that the legislative body designates, including the approval or denial of, or recommendations to approve or deny, conditional use permits; exercise any other powers that are necessary to enable it to perform or function, or delegated to it by the legislative body" (UCA 10-9-204 (1997)).

**RETENTION:**

Retain permanently in office.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/13/2015

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently.

**AGENCY:** Cedar Hills (Utah)

**SERIES:** 23545

**TITLE:** Planning Commission minutes

(continued)

Computer data files: Retain in Office until administrative need ends and then delete.

Microfilm master: Retain in State Archives permanently with authority to weed.

M-Disk: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

This series has permanent historical value as primary documentation of the function and actions of the Planning Commission.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Cedar Hills (Utah)

**SERIES:** 23913

3

**TITLE:** Real estate acquisition files

**DATES:** 1977-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These records document the purchase of real property by the municipality. They include the contract, related correspondence and other documents from developers purchasing property.

**RETENTION:**

Retain in office 7 years after unconditional sale of property.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 10, Item 13.

**AUTHORIZED:** 09/18/2001

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 7 years after unconditional sale of property and then destroy.

**APPRAISAL:**

Administrative Legal



**AGENCY:** Cedar Hills (Utah)

**SERIES:** 23913

**TITLE:** Real estate acquisition files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305 (8)(2001).

**AGENCY:** Cedar Hills (Utah)

**SERIES:** 23794

3

**TITLE:** Residential building plans

**DATES:** ca. 1992-

**ARRANGEMENT:** Chronological by year, thereunder, numerical by permit number.

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of residential buildings. The specifications are compiled by the architect for use by contractor to complete detail work providing type, grade, brand of materials to be used and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address. This records series is indexed.

**RETENTION:**

Retain 1 year in office after completion of construction and final inspection.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 16, Item 6.

**AUTHORIZED:** 06/27/2001

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after completion of construction and final inspection and then destroy.

**AGENCY:** Cedar Hills (Utah)

**SERIES:** 23794

**TITLE:** Residential building plans

(continued)

**APPRAISAL:**

Administrative

The municipality has determined that they will maintain these records permanently as a courtesy to citizens.

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305(36) (2008).

**AGENCY:** Cedar Hills (Utah)

**SERIES:** 28734

3

**TITLE:** Resolutions

**DATES:** 1977-

**ARRANGEMENT:** Chronological by adoption date and numerical by resolution number.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717 (1997)).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 22.

**AUTHORIZED:** 07/07/2015

**FORMAT MANAGEMENT:**

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M-Disk: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

This series has permanent historical value as documentation of formal decisions of the city council in directing basic operation of city government.

**AGENCY:** Cedar Hills (Utah)

**SERIES:** 28734

**TITLE:** Resolutions

(continued)

**PRIMARY CLASSIFICATION:**

Public